DOCUMENT RESUME

ED 472 591 IR 058 547

AUTHOR	Sywetz, Betsy
TITLE	Central New York Library Resources Council CLRC Regional Digitization Plan. Final Report for the Preparing Central New York History for the Future LSTA Project.
INSTITUTION	Central New York Library Resources Council, Syracuse.
SPONS AGENCY	New York State Education Dept., Albany. Div. of Library Development.
PUB DATE	2002-09-10
NOTE	39p.; Supported with funding from a federal Library Services and Technology Act grant provided through the New York State Division of Library Development.
AVAILABLE FROM	Central New York Library Resources Council, 6493 Ridings Road, Syracuse, NY 13206. For full text: http://clrc.org/lstadigital/digoutline.shtml.
PUB TYPE	Reference Materials - Directories/Catalogs (132) -- Reports - Descriptive (141)
EDRS PRICE	EDRS Price MF01/PC02 Plus Postage.
DESCRIPTORS	Access to Information; *Information Technology; Library Collection Development; *Library Development; *Library Planning; Organizations (Groups); Program Development; Program Implementation; *Regional Libraries
IDENTIFIERS	*Central New York Library Resources Council; Digital Collections; *Digitizing

ABSTRACT

The primary goal for digitization projects sponsored by the Central New York Library Resources Council (CLRC) is enhanced access for the people of the region to digital resources created from collections in Central New York's libraries, archives and museums. The CLRC Digitization Plan provides a framework for the support of digitization activities that yield benefits to the public and relates this framework to other CLRC initiatives. The plan describes how CLRC will work with libraries and other cultural heritage organizations to develop digital collections using scalable techniques of providing access that can grow as collections are added. This document consists of three sections. The first, the CLRC Regional Digitization Plan, includes: Summary and Implications for CLRC; Introduction; Definitions; Vision; Scope of CLRC Digitization Activities; Purposes of the CLRC Digitization Plan; Roles for Cultural Heritage Organizations; Roles for CLRC; Roles for State and National Agencies; Regional Priorities; Audiences; Conclusion; and Acknowledgments. Contents of the second section, Digitization Resources, include: Strategic Planning: A Prerequisite for Digitization Projects; Preparing for Digitization Projects; Issues to Consider in Project Implementation; Funding Sources; General Information Web Sites; Digitization Plans from the Regional Library Councils (3Rs); Other Resources; and Glossaries and Definitions. The final section, Digitization Vendors, includes: Information about Working with Vendors; Consultants with Experience in the Region; Other Experts Cited by Participants in CLRC Digitization Meetings; Regional Vendors; National Vendors; Lists of Vendors Compiled by Other Digitization Projects; and Note to Vendors. (AEF)

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Central New York Library Resources Council
CLRC Regional Digitization Plan

Final Report for the
Preparing Central New York History for the Future
LSTA Project

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A PDF version of this plan is available on the CLRC Digitization Project web page
http://clrc.org/lstadigital/digoutline.shtml

September 10, 2002

Supported with funding from a federal Library Services and Technology Act grant provided through the New York State Division of Library Development

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CLRC Regional Digitization Plan

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Central New York Library Resources Council
CLRC Regional Digitization Plan

Summary and Implications for CLRC

Effective planning for digitization in the Central New York region brings together all types of libraries, museums, historical societies and archives to take advantage of expertise and content. The growing interest in opportunities afforded by digitization and expanding access to technology creates an opportunity for organizations such as the Central New York Library Resources Council (CLRC) to provide meaningful services that are needed but not readily available.

The planning process for the Regional Digitization Plan establishes some of the framework that will be needed if CLRC is to respond to this challenge. By serving the interests of libraries, other cultural heritage organizations and the public, CLRC will make a significant contribution. Additional planning will be needed to determine how CLRC should grow to move from being an organization that primarily supports interlibrary cooperation based on interlibrary loan. CLRC will look to become an organization that assists resource sharing based on cooperation among a broader range of organizations to create digital resources and the tools to make them readily accessible.

Many of the foundations for this change already exist in the strong tradition of continuing education, support for exploring innovative technologies through the Regional Bibliographic Database program (RBDB) and the services offered through the Documentary Heritage Program (DHP). As the plan is implemented, digitization activities will be carefully integrated with other regional programs. The specific recommendations for CLRC in this plan are to:

- Make support for digitization an organizational priority.
- Develop a business plan that describes services CLRC will offer in support of digitization.
- Create a new committee to address standards and best practices for the region and other issues related to digitization.
- Incorporate expectations for digitization into guidelines for funding administered by CLRC.
- Continue activities that bring together libraries, museums, archives, historical societies and other cultural organizations.
- Emphasize the benefits of collaboration in projects supported by CLRC.
- Continue needs assessment and implementation of training to build a strong knowledge base regarding digitization in the region.
- Facilitate access to additional digitization services needed by regional organizations.
- Facilitate the search for funding to support digitization projects.

Introduction

The Central New York Library Resources Council (CLRC) has a tradition of supporting cooperation among all kinds of libraries to facilitate excellence in library services and to enhance access to information for the people of the region. Digitization presents exciting new opportunities to extend this tradition.

Digital resources are of interest to all kinds of libraries and library systems. In addition, other kinds of organizations such as museums, historical societies and archives hold important collections that reflect the history and culture of our society. CLRC already has relationships with these organizations through the Documentary Heritage Program (DHP). CLRC has made a commitment to involve these organizations, along with libraries and library systems, in planning for digitization in the region.

Planning for digitization in Central New York (CNY) has been supported by a Library Services and Technology (LSTA) grant provided by the New York State Library. "Preparing CNY History for the Future" was developed to bring libraries and other cultural heritage organizations together to lay the foundations of collaborative relationships, build organizational capacity to respond to the challenges of digitization and increase knowledge of issues related to digitization.

An advisory committee was appointed to support the project. The group represented museums, libraries and library systems. It also provided the perspectives of experts in the technology of digitization and users of digital resources. Betsy Sywetz served as consultant to the planning process.

On November 30, 2001, representatives of cultural heritage organizations were invited to meet in Utica at the Mid York Library System and in the Syracuse area at the Liverpool Public Library to share information about interests in digitization and to begin learning about others with an emerging interest. A report of the results of these meetings has been posted on the CLRC web site (http://clrc.org/lstadigital/digoutline.shtml). Jeannette Smithee, Associate Director of CLRC, and Betsy Sywetz also met with the public library directors of the Onondaga County Public Library and the Mid York Library System.

Articles in the CLRC newsletter, *Refermation* and in the Upstate History Alliance (UHA) newsletter disseminated information about the planning process and the potential benefits of collaboration in the digitization process. A workshop presented by Liz Bishoff, Project Director of the Colorado Digitization Project (CDP), shared information about issues related to digitization and lessons learned as CDP has explored collaboration among museums, libraries and archives in planning and implementing digitization projects. Smithee and Sywetz also presented at the joint conference of UHA and the Museum Association of New York.

On April 10, meetings were again held in the Utica and Syracuse areas to collect further input for the regional plan. In addition, participants had further opportunity to share information and discuss issues of concern. This plan is built on what has been learned

during the process and attempts to establish directions for CLRC as it continues to build a collaborative approach to digitization. It also provides some resources for cultural heritage organizations to assist them in planning digitization projects.

Definitions

Digitization

Digitization refers to the process of creating electronically accessible resources that represent text, drawings, audio and objects, etc.

Digitization: The process of creating a digital image and then presenting it on a computer, local area network or the Internet.

Digitization: The process of converting, creating, and maintaining materials in electronic representations so they can be viewed via computer (IMLS definition)

At the meetings held in November and April, participants added their definitions of digitization. During discussion about what is meant by digitization, there was an emphasis on the concept that access is important. Some resources that are "born digital" such as lists of collection items created with word processors and other electronic finding aids should be included in the definition for the purposes of the Regional Digitization Plan. The concept of digitization in the context of the Plan will not include the vast array of other resources that originate in digital format.

We are also talking about changing formats, especially of primary resources, and creating digital copies of originals. The intent is to be expansive enough to include electronically accessible representations of resources that exist in a wide variety of forms: documents, sound, visual elements.

The Mid-York web site provides additional definitions related to digitization. http://www.midyork.org/Home/Search/digitization_glossary.html

Cultural Heritage Organizations

Museums, libraries, historical associations and societies, archives and other established not-for-profit organizations that share responsibilities for preserving, organizing and making accessible the resources that reflect the cultural and historical memory of our society.

Vision

Public Perspective

The public has access to a wide variety of easy-to-use resources of importance to the region. These resources are based on digital objects and services that organize and provide interpretive information. These resources are available electronically at home, in school and in the office as well as through libraries and other public access centers.

Perspective of Cultural Heritage Organizations

Libraries and other Cultural Heritage Organizations are able to use digitization and related technologies to provide high quality services that contribute to achieving their organizational objectives.

Scope of CLRC digitization activities

CLRC will focus on regionally significant collections held in libraries and other cultural heritage organizations in the CLRC region, which consists of Onondaga, Madison, Oneida and Herkimer counties of Central New York. There are many significant materials held within the region. Items of national interest can also be of local interest and items that seem to be primarily local may have national interest when they are identified and publicized.

Purposes of the CLRC Digitization Plan

CLRC has a longstanding tradition of supporting resource sharing to bridge gaps in access to information. Since CLRC was established, it has coordinated or implemented the regional Union List of Serials, interlibrary loan, delivery services, Union Catalogs including a virtual Regional Catalog and web information services. This plan seeks to continue and extend the CLRC philosophy of resource sharing to include digitization of significant resources held within the region.

The primary goal for digitization projects sponsored by CLRC is enhanced access for the people of the region to digital resources created from collections in Central New York's libraries, archives and museums. The Digitization Plan provides a framework for the support of digitization activities that yield benefits to the public and relates this framework to other CLRC initiatives. The Plan describes how CLRC will work with libraries and other cultural heritage organizations to develop digital collections using scalable techniques of providing access that can grow as collections are added.

The Plan clarifies roles for CLRC and cultural heritage organizations in digitization projects. CLRC expects to encourage innovations in services by libraries and other

cultural heritage organizations in the region. Developing collaborative relationships to achieve this goal is consistent with CLRC history and compatible with other CLRC activities. The Plan describes how CLRC will help cultural heritage organizations build capacity through training to increase expertise, access to equipment and networking.

Roles for Cultural Heritage Organizations

The Cultural Heritage Organizations in Central New York are diverse and hold important collections that reflect our history and culture. These organizations have many reasons for developing digitization projects in support of their missions.

In 2001, the Institute of Museum and Library Services (IMLS) surveyed a sample of more than 700 museums and libraries to establish a baseline measure of the uses of technology in these cultural heritage organizations. Goals for digitization included: providing access to collections and collection records, preserving materials or reducing damage to originals, providing additional information about the collections to artists, scholars, students, teachers and the public, providing access to collections on a web site, supporting educational programs and increasing interest in the institution. http://www.imls.gov/Reports/TechReports/intro02.htm

Discussions at regional meetings in Central New York showed a very similar array of reasons for interest in digitization. It was apparent that the representatives of cultural heritage organizations who attended believe that digitization activities will advance their organizational goals. Some have already begun planning, but only a few have begun projects. Each organization has the responsibility for its own planning. There seems to be a need for training and other services to support these efforts. For example, directors and other decision makers perceive a need for a knowledge base that will enable them to make good decisions about digitization.

Strategic planning for each organization will define the role digitization will play and set goals and objectives for the organization. Plans should also provide for evaluation of digitization projects.

Volunteers will play a role in some organizations. Planning should address their needs as well as the needs of paid staff.

Another role for the cultural heritage organizations that choose to participate is to establish their own collection development policies for digitization projects. These policies will serve the same purposes as collection development policies for physical collections: Provide the rationale for decision making, focus efforts and establish priorities. They will be related to the goals and objectives established for digitization within an organization and may be very different from one organization to another.

CLRC strongly encourages careful planning and will give preference to projects that show clear evidence of how a proposed project fits organizational plans. CLRC will also develop its capacity for assisting with planning when organizations need this service.

Each organization must plan for ongoing support and maintenance of digital projects. It is extremely important that organizations continue to maintain the actual collections that are digitized. Marketing digital resources, the physical collections they represent and the organizations themselves is essential to maximize use. These activities will require the commitment of money and staff time, which suggests major projects should not be undertaken lightly.

Every collaboration requires someone to recognize its potential, assume a leadership role and initiate contacts with possible partners. Any of the libraries or other cultural heritage organizations in Central New York can contribute to this process to enhance the resources that are available for digitization and to build stronger projects. Collaboration can be based on many things: proximity, the same town or village; on a theme, the letters of Gerrit Smith for example; a shared target audience, such as K-12 education.

Throughout the process of digitization there are legal issues to be considered. Each organization must assume the responsibility for insuring it has the necessary rights and permissions to digitize resources and to use them for the purposes intended. This is another area where participants in regional meetings expressed a need for assistance.

There are also important roles for other library systems serving the region. The Public Library Systems can facilitate local collaboration and provide access to content. They can also help public libraries identify materials that could be good candidates for digitization. School Library Systems can help schools communicate their needs and facilitate participation by districts and individual school library media specialists. Some school library media specialists may be interested in participating by digitizing materials as well as using digital collections. Some schools have collections that are important to the region.

Roles for CLRC

CLRC will assist its member libraries and affiliate organizations to realize their organizational goals in regard to digitization. CLRC will also advance the interests of the people of Central New York by facilitating access to digital resources that meet their needs.

CLRC will provide or facilitate access to digitization services for libraries and other cultural heritage organizations. This will be accomplished by developing a business plan for services such as metadata that are needed in the region and within the capacity of an organization such as CLRC. For other services, CLRC will identify sources of consultation and outsourcing. CLRC can also investigate potential benefits of the economies of scale through group purchases.

One of the challenges for effective access as the number of digital resources increases is to develop portals or gateways to provide efficient searching across a variety of digital collections. CLRC's role will be to fulfill this function for regional digital resources and to pursue techniques for integrating this access with other sources of digitized information. CLRC will build on the model of regional catalogs to coordinate and bring together metadata for digital objects related to Central New York culture and history.

CLRC will develop its web site as an access point for regional resources. It will monitor initiatives by agencies such as the State Archives and State Library to coordinate statewide access to insure Central New York resources are compatible with statewide standards for gateways and portals. It will also monitor national and international advances that facilitate access.

Training has been a focus of CLRC for many years and it will have an important role in providing training in various aspects of digitization for its staff and for staff and volunteers of the region's cultural heritage organizations. This training will point to the future in emerging standards and best practices. It will also provide practical hands-on experiences that broaden the basic knowledge of digitization in the region. Needs assessment for this training began in the meetings that were held for the planning process. It will continue more formally in the coming years.

Closely related is identifying emerging expertise within the region. Some organizations are building their capacity to implement major digitization projects. Mid York Library System has been experimenting with digitization projects to determine how it can best serve its member libraries. Syracuse University, for example, will be developing projects that address its educational role and institutional interests. The region has benefited from such projects and appreciates the willingness of organizations like Syracuse University to contribute to regional access to information. At planning meetings, representatives from organizations planning digitization activities expressed willingness to serve as resources. CLRC staff members already have familiarity with emerging plans for digitization and will use site visits and other informal information gathering as well as input from funding proposals to keep this knowledge current.

CLRC will sponsor an annual digitization meeting to bring together organizations with experience and/or interest in digitization. In addition to networking to enhance the reservoir of expertise in the region, the meeting will also allow participants to share lessons learned from their digitization projects.

In addition to sharing expertise, this annual meeting will be designed to promote collaboration within the region. As CLRC addresses various issues relating to digitization, supporting collaboration will be a priority. CLRC will use various modes of communication to publicize news that relates to digitization. These will include the CLRC web site, the regional electronic distribution list and various newsletters. CLRC will also build on its NYTRO contacts to support networking with other regions.

Collaboration among cultural heritage organizations in digitization enhances their ability to fulfill their separate missions and contribute to improved services for the public. Individuals, informal organizations, governmental agencies, and corporations for example, may contribute valuable resources. During implementation of the plan, CLRC and its members will encourage these individuals and organizations to collaborate with cultural heritage organizations to provide access and plan for maintenance of digital products created from their resources.

CLRC maintains contact with many cultural heritage organizations through its member libraries, affiliated organizations and the Documentary Heritage Program (DHP). This creates an environment that can nurture collaboration. Input and advice from the DHP Regional Archivist, other CLRC staff and related committees will shape digitization projects so they preserve the integrity of existing collections and minimize damage to items in collections. Outreach to organizations such as the Upstate History Alliance and the Museum Association of New York will continue.

Because digitization is a new activity for most Central New York organizations, it is often difficult to budget adequate funding to support projects, which is one reason institutional strategic planning is a prerequisite for digitization. CLRC has used existing funding from the Regional Bibliographic Database (RBDB) program for exploratory digitization activities. RBDB funding has complemented funding from the Library Services and Technology Act (LSTA) program administered by the State Library. These projects are important because they allow libraries and other cultural heritage organizations to learn from their experiences with digitization.

CLRC will continue to treat digitization projects as important priorities within the context of existing programs. It will also be prepared to respond to other funding opportunities, especially those that enhance the ability of CLRC to develop programs and services to improve access for the public to digital resources and serve the needs of cultural heritage organizations in the region.

The CLRC Board should consider establishing a new committee to work with the Regional Automation Committee, Continuing Education Committee and other advisory groups to monitor these guidelines and maintain awareness of work being done nationally and internationally. The Committee will seek to provide leadership in evaluating the results of CLRC's digitization activities in terms of access for the public and services to regional libraries and other cultural heritage organizations. Issues that will have to be addressed include the costs of future migration and interoperability.

CLRC will strive to use its role as a minor funding source to encourage organizations to adhere to existing standards and best practices. Funding of regional projects can encourage collaboration among regional organizations. Peer review of project proposals contributes to developing healthy projects. It provides an opportunity for candid feedback that improves projects and raises understanding among participants.

Meetings for people who are involved in digitization projects provide a way to share experiences and lessons learned. CLRC will bring together people within the region and urge the State Library and other agencies that support digitization to sponsor state-level meetings for similar purposes.

People seem to want the security of guidance regarding minimum standards. Dublin Core or other appropriate standards will be the base from which CLRC builds. CLRC will investigate the possibility of providing a service to create metadata based on this standard. CLRC also has a role in raising awareness about standards and best practices.

CLRC has an important role in insuring that metadata is interoperable and files are preserved through changes in technology. Because the landscape is constantly changing, developing and reviewing guidelines to address these issues should be part of the charge of the new Committee.

Another role suggested by participants at planning meetings was making organizations aware of funding opportunities that they might pursue individually or as collaboratives. Funding will be needed for digitization projects. CLRC can provide information about funding sources and can develop and apply for funding to support regional projects. CLRC will facilitate access to information about funding opportunities by maintaining links to funding information on its web site.

Assistance with legal issues was another role for CLRC advanced by participants at planning sessions. CLRC will begin to address these issues by providing training in legal issues related to digitization and the use of digital resources. CLRC will explore providing a resource about legal issues similar to the Disaster Preparedness materials. The web site will facilitate access to information about intellectual property issues.

In regard to projects supported by CLRC, the sponsoring organizations will be required to certify that they have obtained the necessary rights to implement the project. CLRC cannot assume the responsibility for adhering to legal requirements in projects administered by other organizations.

CLRC can assume a role in marketing the products of digitization to raise awareness among both the public and regional organizations of the potential for such projects and to enhance use of existing resources. Digitization projects can promote scholarship and appreciation of historical and cultural resources, contribute to regional efforts that enhance economic development in areas such as travel and tourism, and contribute to community building. Marketing can extend the potential for use to national and even international audiences.

Roles for State and National Agencies

CLRC will attempt to fulfill the roles that are appropriate for a regional organization. These include building relationships among people and organizations, responding to

training and other service needs identified by the region and assisting regional organizations with digitization projects that are important to the region. The nature of networked information means that local information must be skillfully integrated with state, national and international resources.

Because of this, CLRC looks to the New York State Library, the New York State Museum and the New York State Archives to provide statewide leadership in digitization. There are a number of models throughout the United States for effective state-level programs. Of particular interest are projects that integrate regional projects by providing gateways and portals.

Funding policies and priorities can provide effective coordination to maximize results. The Regents' 21st Century Libraries initiative has identified digital products as part of NOVEL (New York Online Virtual Electronic Library). There are exciting opportunities for all kinds of libraries to work together to provide access to interesting and important resources. There should be ongoing discussions with groups such as CLRC to develop consensus on needs, which may differ from region to region, and to establish a process for supporting projects that result in a meaningful online virtual library.

Perhaps the most important function of state-level agencies is to bring together individuals and organizations that are involved with digitization for the purpose of sharing experiences and lessons learned. This networked learning community is missing in New York digitization programs and its absence will impede progress if it continues to be neglected. There are some excellent models in programs sponsored by the New York State Council for the Arts and the meetings of grantees held by IMLS in support of National Leadership Grants.

CLRC looks to national and international agencies to establish the standards and best practices that will enable the public to benefit from digitization activities now and into the future. Individual institutions, such as the major research libraries, will play an important role in this process and state-level agencies can coordinate and share information at all levels so even very small community organizations can contribute to the national virtual library.

CLRC will advocate for increased national funding to support this effort. Agencies that support digitization efforts of the kind addressed in this plan include the Institute for Museum and Library Services, the National Endowment for the Humanities, the National Science Foundation and the U.S. Department of Education.

Regional Priorities

Libraries and other cultural heritage organizations will determine their own organizational priorities for digitization projects. This is important to the region because digitization activities that have high organizational priority will be more likely to be maintained and supported over time. Because of this, CLRC will seek to support projects

that are closely related to the missions of the sponsoring organizations when they have regional significance.

CLRC will concentrate on projects that improve access to collections held within the region that are unique and/or of significant local importance. Projects will emphasize local or regional interests, although it is recognized that projects of national interest can also be of regional interest. CLRC will support planning to make projects complementary rather than duplicative. Peer review will be used to build an environment that fosters high quality projects.

Building collaborative relationships within the region is another CLRC priority. Projects that establish or build upon existing collaboration will be emphasized.

Another priority is to increase regional expertise. This is especially important during the early stages of digitization. To address this priority, CLRC will seek to support projects that involve sharing experiences, determining what works and looking at lessons learned.

In order to support innovation and high quality projects, CLRC will continue to assess needs for training and provide workshops and other training opportunities that meet these needs. Needs identified during the planning process include: basic training for digitization, orientation in support of decision making by organizational administrators and legal issues.

Another consideration will involve the expected impact of the project. Digital objects and collections will be shared within the region and benefits will extend beyond the clientele of the holding organization. While individual organizations sponsoring digitization projects should have in mind specific uses for the digital objects and products they propose to create, CLRC will favor projects that have multiple possible uses.

In keeping with this "use-neutral" philosophy, CLRC will strive for the highest quality digital objects that are possible within the parameters of existing funding and equipment. As much as possible, CLRC will support the "digitize once" approach in order to promote efficiency and minimize damage to originals.

It can be anticipated that the State Library and other state agencies that provide programs in support of digitization will define which organizations can receive public funding through projects administered by CLRC. CLRC expects to have a facilitating role in developing partnerships and assisting with projects to increase the availability of resources important to the region.

The concept of organizational capacity is important to determining what organizations receive funding through CLRC projects. Individuals and organizations with limited resources that control collections of regional interest can work with other organizations, which will sponsor and assume responsibility for sustaining the project. Sometimes CLRC will organize and implement digitization projects for members and other regional cultural heritage organizations.

Audiences

Many experts believe that identifying audiences and the needs to be served are crucial to designing effective digitization projects. Libraries and cultural heritage organizations will design projects with specific audiences in mind. Decisions about technology, goals and objectives for the project, and evaluation will be based on the expected impact for particular groups. Planning should clearly identify these audiences and provide rationale for how the project meets the needs of those to be served.

CLRC objectives are broader and address the more general needs of the public; decisions will be made for actual or potential audiences. Digital objects and collections will be created to specifications that allow them to be used by multiple audiences. CLRC will support collections, digital exhibits and projects in support of education at all levels, including K-12, postsecondary and lifelong learning.

Conclusion

This Plan is just a beginning. Support for a collaborative approach to digitization was apparent throughout the "Preparing Central New York History for the Future" planning process. CLRC and its members can build on existing relationships to nurture this kind of cooperation. Needs for training and other services were identified and planning began to address these needs. The CLRC Regional Digitization Plan must evolve and integrate with other regional activities.

Information resources are currently being created in digital formats. For example, government records are increasingly digital. At this time, these materials are beyond the scope of the Digitization Plan, which emphasizes access to information that was created in other formats. Over time, CLRC will define its role in regard to organizing, maintaining, and preserving resources that originate in digital format to insure they are accessible for the public. Options include monitoring trends in providing access to "born digital" information, preserving and maintaining existing information developed by and for CLRC member organizations and helping develop systems that protect the integrity and authenticity of digital materials.

Digitization can increase the quality and quantity of information that is available to the public. It can also enhance the ability of cultural heritage organizations to fulfill their various missions. CLRC intends to support both goals as it implements the principles of this Plan.

Acknowledgements

Project Consultant
Betsy Sywetz is an independent consultant who specializes in planning and grant writing for libraries and museums. She served as Deputy Director at the Institute of Museum and Library Services with responsibility for the Office of Library Services. As Executive Director of the Western New York Library Resources Council, she worked with all kinds of libraries to support collaboration for improved library services. She also worked as Director of two School Library Systems. She is a past-president of the New York Library Association.

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Central New York Library Resources Council
The Central New York Library Resources Council, familiarly known as CLRC, was formed in 1967 as one of nine Reference and Research Library Resources councils ("3Rs") in New York State. CLRC serves all types of libraries and library systems in four Central New York counties: Herkimer, Madison, Oneida, and Onondaga. CLRC members share in the benefits of Council programs and services which are approved by a Board of Trustees elected by the Council membership.

The mission of the Central New York Library Resources Council is to maximize the ability of member libraries and systems to meet the information and research needs of their respective clientele through programs and services that build from a shared commitment to excellence, innovation, cooperation and service.

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Betsy Sywetz, Project Consultant

New York State Library / Library Services and Technology Act
The New York State Library Division of Library development administers the federal Library Services and Technology Act (LSTA) grants for New York State for the Institute of Museum and Library Services (IMLS). New York State's LIBRARY SERVICES AND TECHNOLOGY ACT FIVE-YEAR PLAN, October 1, 2002 – September 30, 2007, was developed in consultation with the LSTA Advisory Council and the Regents Advisory Council on Libraries. It is available at http://www.nysl.nysed.gov/libdev/lsta/plan0207.htm

In addition to including a wide range of stakeholders in the crafting of the second LSTA Five-Year Plan, the State Library will continue to involve stakeholders in various aspects of its implementation. The Regents Advisory Council on Libraries will ensure that the execution of the plan is coordinated with the overall plan and priorities of the New York State Library through a unified approach to statewide library policy.

Division of Library Development
New York State Library
10B41 Cultural Education Center
Empire State Plaza
Albany, New York 12230
(518) 474-7890
http://www.nysl.nysed.gov/libdev/

Digitization Resources

Model for Planning Digitization Projects

Prepared August, 2002

Strategic Planning: A Prerequisite for Digitization Projects

Preparing for planning a digitization project should include a review of overall strategic planning. Projects must support the over-all mission and vision of the organization. Priorities must be clear. Digitization projects should be undertaken only if they contribute to realizing organizational goals and objectives.

Setting Goals

Strategic Planning in ARL Libraries
http://www.arl.org/spec/210fly.html

Merrill Associates comments on strategic planning (Part of a web site that offers consulting services. No endorsement of these services is implied.).
http://www.merrillassoc.com/documents/strategicplann.html

Strategic Planning Documents assembled by the Colorado Digitization Project
http://coloradodigital.coalliance.org/stratplan.html

Why Digitize? By Abby Smith. CLIR
http://www.clir.org/pubs/reports/pub80-smith/pub80.html

Evaluating Outcomes

As goals and objectives are established, it is important to begin planning to evaluate the results of a digitization project. What will happen if the project is successful and what are the indicators of success?

Perspectives on Outcome Based Evaluation for Libraries and Museums, Institute of Museum and Library Services.
http://www.imls.gov/pubs/pdf/pubobe.pdf

IMLS Bibliography for Outcome Based Evaluation
http://www.imls.gov/grants/current/crnt_bib.htm

Preparing for digitization projects

Assessing capacity of the cultural heritage organization

Implementing a digitization project will require time and other resources. Careful assessment of the ability of the organization to develop and implement a project will contribute to ultimate success and minimize frustration and the waste of resources. Collaboration with other organizations, although time consuming, can enhance digitization projects and increase the amount of resources available.

Tasks may range from developing specifications and over-seeing outsourced projects to hands-on work scanning documents. Are staff or volunteers capable of doing the required work?

The concept of project training can be used to prepare for digitization.

- Identify tasks that are required
- Assess ability of existing personnel
- Plan for additional training as needed

Organizational self-assessment in preparation for digitization should include a review of equipment needs and options for meeting those needs. In-house or outsourcing solutions can be considered. In many cases outsourcing will be the best option.

It is also important to build overall capacity for the organization. There are many governance issues to be addressed. Boards and administration need enough knowledge to make good decisions about digitization. New policies must be developed. It is important to insure that projects can be sustained over time. It is likely funding must be reallocated. Organizations will also have to deal with changes that result from digitization and other technologies.

Considerations for Project Management from the North Carolina ECHO (Exploring Cultural Heritage Online) project:
http://www.ncecho.org/Guide/project_management.htm

Review existing sites

All projects will not result in Internet accessible web sites, but a practical first step is to review a range of existing web sites. Some sites provide access to a wide range of resources. Others are organized as virtual exhibits. Reviewing a range of sites will help clarify the intended purpose of the digitization project. There are thousands of possibilities. These examples cover a broad range of subjects and approaches.

Some Excellent Sites:

American Memory Historical Collections for the National Digital Library
http://memory.loc.gov/ammem/amhome.html

New York Public Library Digital Library Collection
http://digital.nypl.org/browse.htm

ARL Digital Initiatives Database
http://www.arl.org/did/

Online Archive of California
http://www.oac.cdlib.org/

Libraries and Archival Exhibitions on the Web: A Project of the Smithsonian Institution Libraries
http://www.sil.si.edu/SILPublications/Online-Exhibitions/index.htm

Issues to consider in project implementation

Best Practices

Enough work has been done in digitization that it is possible to identify some principles of best practices. These resources offer similar information in different formats.

A Framework of Guidance for Building Good Digital Collections, IMLS, 2001
"This document is not a guideline itself but rather a framework for identifying, organizing, and applying existing knowledge and resources that can be used as an aid in the development of local guidelines and procedures. It is built around indicators of goodness for four types of entities: Collections, Objects, Metadata, and Projects."
http://www.imls.gov/pubs/forumframework.htm

Washington State Library *Digital Best Practices*
http://digitalwa.statelib.wa.gov/newsite/projectmgmt/

North Carolina ECHO *Best Practices Resources*
http://www.ncecho.org/Guide/index.htm

Best Practices Minimum Guidelines for all Illinois State Library grant applications.
http://www.library.sos.state.il.us/library/digital/guidelines.html

The National Initiative for a Networked Cultural Heritage (NINCH) is a diverse coalition of organizations created to assure leadership from the cultural community in the evolution of the digital environment. NINCH is working on a *Guide to Good Practice in the Digital Representation and Management of Cultural Heritage Materials.* http://www.ninch.org/
Why Does the Cultural Community Need Best Practices?
http://www.ninch.org/programs/practice/why.html

Best Practices in Networking Cultural Heritage Resources: Where to Start? By David Green
http://www.ninch.org/programs/practice/spectra.html

Arts and Humanities Data Service (AHDS) *Creating and Documenting Electronic Texts: A Guide to Good Practice* by Alan Morrison, Michael Popham, and Karen Wikander
" [T]he authors have attempted to identify and discuss the underlying issues and key concerns, thereby helping readers to begin to develop their own knowledge and understanding of the whole subject of electronic text creation and publication. When combined with an intimate knowledge of the non-electronic source material, readers should be able to decide for themselves which approach — and thus which combinations of hardware and software, techniques and design philosophy — will be most appropriate to their needs and the needs of any other prospective users."
http://ota.ahds.ac.uk/documents/creating/

*Lessons Learned: Digitization of Special Collections at The University of Iowa Libra*ries by Carol Ann Hughes. Analysis of workflow in the Redpath Chatauqua Collection Project.
http://www.dlib.org/dlib/june00/hughes/06hughes.html

Selection

When confronted with the choice between doing everything and selecting items to be digitized, most organizations will opt for selection. Organizational purposes for digitization and specific project goals will drive decisions and collection policies are needed to shape the process. It is particularly important to consider the audience for a particular project. There are many other considerations such as condition of collections and the amount of time available for the project. These resources are intended to assist in planning for collection and selection policies in regard to digitization.

North Carolina ECHO *Project: Planning & Selection*. This chapter in the ECHO Guidelines lists questions that should be answered as the selection process is defined.
http://www.ncecho.org/Guide/selection.htm

Joint RLG and NPO Preservation Conference: *Guidelines for Digital Imaging. Guidance for selecting materials for digitization.*
http://www.rlg.org/preserv/joint/ayris.html

Selection of Materials for Digitization, National Library of Canada
http://www.nlc-bnc.ca/8/3/r3-409-e.html

Standards

Uniformity facilitates interoperability and sharing of resources. Changing technology makes choosing appropriate standards a challenge, but failure to do so makes it very likely that work will have to be re-done in the future. Libraries are familiar with MARC (Machine Readable Cataloging) standards developed by the Library of Congress in the 1960's. There are many other standards to be considered for the organization and description of collections in a variety of media, technical specifications for digital objects, and the information about digital objects that makes them accessible. These resources provide an introduction to some of these standards.

University of Virginia Electronic Text Center provides an introduction to a variety of Standards including: General (SGML, EAD, Quick Starter Guide), HTML, TEI, MARC, Special Characters and Language Codes, Archival Imaging
http://etext.lib.virginia.edu/standard.html

Canadian Digital Local History Site. *Alberta Heritage Digitization Project Technical Specifications Capture Standards documents.* Standards and workflow for digitizing paper documents. Includes descriptions of equipment and software used in the project. January 9, 2002
http://www.nlc-bnc.ca/cidl/cdlhs-techstandards_e.html

Getty Standards Program.
"The work of the Getty Standards Program focuses on enhancing access to information on the visual arts and related disciplines by promoting standards and guidelines critical to developing, managing, preserving, and delivering information in electronic form.
Working as a unit with the the Getty Vocabulary Program, the Getty Standards Program works to: develop, implement, promote, and disseminate data standards for art information, provide integrated informational and intellectual access to Getty online resources, foster teamwork across Getty programs, participate in and coordinate the development of digital resources for the history of art and material culture. "
http://www.getty.edu/research/institute/standards/index.html

AMICO (Art Museum Image Consortium) data dictionary
http://www.amico.org/AMICOlibrary/dataDictionary.html

SPECTRUM: a standard developed for museums in the UK
http://www.mda.org.uk/spectrum.htm

CIDOC *Guidelines for Museum Object Information*
http://www.cidoc.icom.org/guide/

AFRICOM This page is part of a handbook of documentation standards, developed by the International Council of Museums for use by museums in Africa.
http://icom.museum/africom/afinf1.htm

Metadata Standards

"Metadata is usually defined as "data about data," or any data associated with a resource that describes that particular resource. It is, essentially, a modern term for the bibliographic information that archives, historical societies, libraries and museums have traditionally entered into their catalogs; however, it most commonly refers to descriptive information about online or World Wide Web resources."

Metadata Guidelines produced for the Missouri Digitization Planning Project, fall 2001
http://www.virtuallymissouri.org/guidelines/meta_rpt_draft.pdf

Comments on Metadata Examples by William Anderson, 1/26/01. Further explanation of metadata examples in the draft Metadata Guidelines produced for the Missouri Digitization Planning Project.
http://www.virtuallymissouri.org/guidelines/metaexamples.pdf

Introduction to Metadata for the North Carolina ECHO project
"North Carolina ECHO recommends that North Carolina institutions wishing to participate in the statewide digitization project follow the metadata standards of at least Dublin Core, while acknowledging that some participating institutions may employ the more robust descriptive systems of EAD and CDWA."
http://www.ncecho.org/Guide/metadata.htm

Introduction to Metadata, Getty Institute
Contributors: Anne Gilliland-Swetland, Tony Gill, Mary Woodley. "Metadata for the World Wide Web is still in its infancy, and will surely continue to undergo a process of evolution. We hope that this Web site will help those with a stake in the debate (everyone from librarians to museum professionals to anyone who intends to make information available via the Internet) to avoid mistakes and wasted effort, and to make informed decisions about the information they seek to record and disseminate."
http://www.getty.edu/research/institute/standards/intrometadata/

Introduction to Metadata Crosswalks by the Getty Institute.
"The charts available from this page map several important metadata standards to one another, showing where they intersect and how their coverage differs. Each of these standards can be said to represent a different "point of view" — while *Categories for the Description of Works of Art* provides broad, encompassing guidelines for the information elements needed to describe an art object from a scholarly or research point of view, Object ID codifies the minimum set of data elements needed to protect or recover an object from theft and illicit traffic. The CIMI schema defines data elements for detailed museum information. The FDA guidelines focus on architectural documents, while the VRA Core Categories describe both the original work of art or architecture and its visual surrogate (the CDWA also includes data elements for visual surrogates; while VRA focuses on the surrogate, CDWA provides much richer, more detailed information for the original work). USMARC is a time-

tested metadata standard used in the library world, while the Dublin Core metadata element set seeks to provide basic information elements to improve indexing and retrieval of resources on the Web."
http://www.getty.edu/research/institute/standards/intrometadata/3_crosswalks/index.html

Describing and Cataloging Your Materials Using the Dublin Core Format, Produced for the Arizona State Library, Archives and Museum
http://www.lib.az.us/digital/dg_a5.html
http://www.niso.org/pdfs/DataDict.pdf

Metadata Encoding and Transmission Standard (METS) official web site
http://www.loc.gov/standards/mets/

Visual Resources Association Data Standards Committee: *VRA Core Categories Version 3.0*
http://php.indiana.edu/%7Efryp/vracore3.htm

University of California Archivists Council
USCAC has archives policies and standards for digital images on their web site.
http://sun3.lib.uci.edu/%7Ejljacobs/ucac/ucac.html

Scanning Standards

Scanning standards and best practices address questions of quality of images and ongoing accessibility. Another issue related to scanning is the file format used. TIFF (Tagged Image File Format), GIF (Compuserv Graphics Interchange Format), and Macintosh PICT are common formats. JPEG (Joint Photgraphic Experts Group) has established standards for compression of image files. These resources provide extensive information about recommended standards for digital images.

Scanning Guidelines and Recommendations produced for the Missouri Digitization Planning Project, fall 2001
http://www.virtuallymissouri.org/guidelines/scan_rpt_draft.pdf

North Carolina State University
Scanning Information and Resources
http://www.lib.ncsu.edu/dli/sdl/sc_links.html

Comparison of Imaging Guidelines of Selected Institutions prepared for Illinois State Library, 1998
Includes U of VA Alderman Library, Library of Congress specs for contractors, National Archives and Records Administration, National Museum of Natural History, Making of America, and Columbia University.
http://www.library.sos.state.il.us/library/isl/ref/imagspec.pdf

Preservation of Digital Objects

Where files will be kept is an important issue in planning a digitization project. Electronic storage media have become relatively inexpensive. CD ROMs are sometimes used, but long-term sustainability is questionable. As technology changes, access to stored files will require migration to systems or the use of other techniques that address these problems of technological change.

Keeping Memory Alive by Caroline Arms. Issues that affect the preservation of digital resources based on the experience of the Library of Congress.
http://www.rlg.org/preserv/diginews/diginews4-3.html#feature1

Copyright and Legal Issues

Intellectual Property and Copyright Issues produced by the Missouri Digitization Planning Project, fall 2001
http://www.virtuallymissouri.org/guidelines/copyright_rev2.pdf

NEDDC *Handbook for Digital Projects* chapter, "Overview of Legal Issues for Digitization," by Melissa Smith Levine.
http://www.nedcc.org/digital/V.htm

Copyright and Fair Use

Stanford University Libraries
http://fairuse.stanford.edu/

When Works Pass into the Public Domain by Peter Hirtle
Cornell Institute for Digital Collections, based on Laura N. Gasaway's charts (University of North Carolina) and other similar charts.
http://cidc.library.cornell.edu/copyright/
http://www.unc.edu/~unclng/public-d.htm

Library Digitization Projects and Copyright by Mary Minow, J.D., .M.L.S.
Mary Minow is an attorney, a former librarian and library trustee, and a library law consultant with librarylaw.com. She has taught library law at the San Jose State School of Library Science. She received her B.A. from Brown University, her A.M.L.S. from the University of Michigan, Ann Arbor, and her J.D. from Stanford University.
http://www.llrx.com/features/digitization.htm

Copyright Guide produced by the North Carolina ECHO (Exploring Cultural Heritage Online) project. Extensive list of links to resources from a variety of perspectives.
http://www.ncecho.org/Guide/copyright.htm

Funding Sources

Successful digitization requires planning for related activities such as preservation and exhibition that do not result in the creation of digital files. A flexible approach to seeking funding should include consideration of these activities.

New York State Funders

New York State Council for the Arts
NYSCA grants are available to fund a variety of activities, some of which are related to digitization projects or to building the capacity of cultural organizations as a foundation for digitization in the future. Consultation with program officers in the agency is encouraged.

The New York State Council on the Arts (NYSCA) is a funding agency that supports the activities of nonprofit arts and cultural organizations in New York State and helps to bring high-quality artistic programs to the citizens of the state. The Council has been directed by the state Legislature to maintain the "paramount position of this state in the nation and the world as a cultural center" through the support of nonprofit arts organizations in New York State.

The Council achieves its goals primarily through its grantmaking activity. NYSCA invites nonprofit arts and cultural organizations meeting basic eligibility requirements to apply for grants. Applicants must also meet the specific eligibility requirements for those particular NYSCA funding programs and categories to which they apply, and they are evaluated according to review criteria as described in these guidelines.
http://www.nysca.org/guidelines/1.htm

New York State Archives
The New York State Archives provides programs to assist local governments and organizations in organizing, describing, and increasing access to collections. It provides workshops and has funding available for grants in support of these activities. The Documentary Heritage Program, which is sponsored in Central New York by CLRC, supports the services of Regional Archivists.
http://www.archives.nysed.gov/

The Local Government Records Management Improvement Fund has been used for some projects involving digitization of local government records. The Documentary Heritage Program supports some digitization projects by not- for-profit organizations, particularly in the Rediscovering New York History and Culture program.
http://www.archives.nysed.gov/services/grantsinfo.htm#Local

A Documentary Heritage Program "Bulletin" provides information on state, federal and private sources of funds for archives, historical societies, libraries and other not-for-profit organizations. Included are brief descriptions of the kinds of projects funded by the agencies, grant application deadlines and information on how to

contact the agencies. Also included is information on sources of legal, technical, accounting and personnel help. This list is not intended to be comprehensive; rather, it serves as a pointer to possible funding"
http://www.archives.nysed.gov/services/grant/introduction.htm

New York State Library
Conservation and Preservation grants are the responsibility of the Division of Library Development at the New York State Library. Although these grants do not fund digitization because digital files are not considered reliable media for preservation, they may be explored as a way to respond to the challenge of protecting important collections. Workshops are also provided. The website provides links to other funders interested in preservation.
http://www.nysl.nysed.gov/libdev/cp/

National Funders

Institute of Museum and Library Services (IMLS)
See especially the National Leadership Grants for Libraries. These grants are provided by the Library Services and Technology Act (LSTA), administered by IMLS. One category of funding, Preservation or Digitization of Library Materials, "helps to preserve and/or digitize library resources." IMLS also funds projects, not necessarily involving digitization, that emphasize collaboration between libraries and museums.
http://www.imls.gov/

Under the provisions of LSTA, IMLS makes grants to State Library Administrative Agencies. These grants can be used for a variety of activities intended to meet the particular needs of each State. The New York State Library has developed a plan for the New York State LSTA program. Information about the New York LSTA program is available on the Library Development web site.
http://www.nysl.nysed.gov/libdev/lsta/

National Endowment for the Humanities
See especially the Preservation, Access, and Reference Works grants, which include funding for digitization projects and have funded these projects in the past.
http://www.neh.gov/grants/index.html

National Center for Preservation Technology and Training
U.S. Department of the Interior, National Park Service
Funded at least one digitization project
http://www.ncptt.nps.gov/

National Science Foundation
National Digital Library Initiative Phase II. Computer research for technical aspects of digitization and digital library services in support of undergraduate science education.
http://www.dli2.nsf.gov/

National Telecommunications and Information Administration NTIA
The Technology Opportunities Program (TOP), formerly known as the Telecommunications and Information Infrastructure Assistance Program, is a highly-competitive, merit-based grant program that brings the benefits of digital network technologies to communities throughout the United States. TOP grants have played an important role in realizing the vision of an information society by demonstrating practical applications of new telecommunications and information technologies to serve the public interest.

The President's recently released budget proposes to eliminate the Technology Opportunities Program in Fiscal Year 2003. The proposal to eliminate the program, if enacted, would *not* affect this year's competition, which will award funds already appropriated by Congress for Fiscal Year 2002. The FY2002 appropriation for TOP grants is $12.4 million.
http://www.ntia.doc.gov/top/

National Archives NHPRC
"The National Historical Publications and Records Commission generally regards projects to preserve endangered records, to provide basic access to significant historical materials (e.g., to arrange and describe the materials), and to compile documentary editions as a higher priority than projects to convert materials and existing finding aids to electronic form or projects whose main purpose is to make digitized materials available via the Internet. At this time, therefore, the Commission prefers not to spend its limited funds on projects that primarily involve digitization activities." 1999
http://www.archives.gov/nhprc_and_other_grants/index.html

Andrew W. Mellon Foundation
Programs include Scholarly Communication and Technology, Journal Storage Project (JSTOR). The Andrew W. Mellon Foundation funds major projects that help extend the parameters of digital technology. It is also interested in intellectual property issues related to digitization.
http://www.mellon.org/

There are many other foundations that have funded digitization projects. Usually their interest in a project is the result of their overall vision and mission rather than an interest in digitization for its own sake. Individuals may also be interested in specific projects.

Other lists of public and private funders

http://susdl.fcla.edu/grantlst.html

http://coloradodigital.coalliance.org/funding.html

General Information Web Sites

These sites offer a broad range of information relating to digitization. Portions of some of them have been cited in more specific topics. They may be useful for more in-depth exploration of digitization.

Digital Technology Made Simpler by Paul Conway.
Northeastern Document Conservation Center, Technical Leaflet, Reformatting, Section 5, Leaflet 4.
http://www.nedcc.org/plam3/tleaf54.htm

Colorado Digitization Project
http://coloradodigital.coalliance.org/
http://coloradodigital.coalliance.org/contents.html

Arizona State Library, Archives and Public Records
http://www.lib.az.us/digital/

North Carolina State Library-ECHO (Exploring Cultural Heritage Online)
http://www.ncecho.org/

International Federation of Library Associations (IFLA) *Digital Libraries: Resources and Products*
http://www.ifla.org/II/diglib.htm

NEDDC *Handbook for Digital Projects*, also available in print format
http://www.nedcc.org/digital/dighome.htm

Cornell 's "*Moving Theory into Practice: Digital Imaging Tutorial*"
http://www.library.cornell.edu/preservation/tutorial/index.html

Issues in Digitization: A report prepared for the Washington State Library Council, January 5, 1999
http://digitalwa.statelib.wa.gov/newsite/projectmgmt/

Internet Public Library Pathfinder: Digitization
"This guide provides a number of resources to help make decisions about digitizing a collection. There are both print-based and Internet-based resources that provide

information about scanning, preservation, copyright, metadata and file formats. This is a rapidly developing area of technology that continues to change every few years. A good understanding of general underlying principles will be the best way to ensure that your project doesn't become obsolete in just a few short years." Includes bibliography of print resources as well as sample sites.
http://www.ipl.org/ref/QUE/PF/digitization.html

New York Public Library
Planning Digital Projects for Historical Collections
http://digital.nypl.org/brochure/

Berkeley Digital Library Sunsite
Digitizing Images and Text
http://sunsite.berkeley.edu/Imaging/

Library of Congress
Building Digital Collections: Technical Information and Background Papers
http://memory.loc.gov/ammem/ftpfiles.html

Library of Congress
Steps in the Digitization Process
http://memory.loc.gov/ammem/award/docs/stepsdig.html

UCLA Digital Library
http://digital.library.ucla.edu/
This section offers a general model for projecting the direct costs of a digitization project by dividing tasks into five major categories:(1) Selecting & Preparing Materials for Digitization,(2) Imaging Requirements, (3) Digitization Costs , (4) Metadata Requirements , (5) Post-Digitization Processing and other Local Costs
http://digital.library.ucla.edu/about/estimating/planbudget.html

Capture Your Collections: A Guide for Mangers Planning and Implementing Digitization Projects. Canadian Heritage Information Network site
Project Planning, Legal Issues, Determining Costs, Standards and Guidelines, Implementation, Maintenance/Management
http://www.chin.gc.ca/English/Digital_Content/Managers_Guide/index.html

Digitization Strategies for Museums
A workshop presented by Alan Newman, The Art Institute of Chicago with discussions of various hardware and software for digital imaging projects.
http://www.archimuse.com/mw2001/workshops/MW2001_Newman.pdf

Resources for Digitization, maintained by John Edens, University of Buffalo.
http://ublib.buffalo.edu/libraries/units/cts/preservation/digires.html

Digitization Plans from the Regional Library Councils (3Rs)

METRO: Metropolitan New York Library Council

METRO's Regional Digitization Initiative (MRDI) web page states, "Digital conversion of library materials is rapidly expanding and improving. Digitization is now possible in every medium and format currently held by libraries — from manuscripts to maps, musical recordings to moving images. New hardware and software has been developed to convert items into bytes and bits, and to describe and retrieve them. "

"Digitization presents new challenges. What are these new technologies? And what are their implications for library managers, policymakers, patrons and collections? To answer these questions, METRO conducted a four-phase project that includes online survey and survey results analysis, a day-long digitization symposium, a two half-day vendor showcase, and resources links to METRO members' projects and other important digitization related online resources." (2002)
http://www.metro.org/modic/

Rochester Regional Library Council

The Rochester Regional Library Council began the Woman's Suffrage Digitization project in 1998. The project "allowed area institutions to learn about digitization and to mount a focused digitization effort." The Rochester Regional Library Council "Winning the Vote" Project (http://www.winningthevote.org) features digital collections and information about the woman's suffrage movement in upstate New York. The site also includes project planning documentation in the "Women's Suffrage Digitization Project (WSDP) General Implementation Guidelines and WSDP Blueprint Document"
http://www.rrlc.org/WSDPGUIDE.html.

South Central Regional Library Council

Planning for Regional Digitization Projects: The SCRLC Approach, Draft 2002
http://www.lakenet.org/scrlc/ad_comm/acits/lsta01-02draftdigitplan.pdf

Southeastern New York Library Resources Council

Digitization Program Plan for Southeastern Region of New York, 2002
http://www.senylrc.org/digitizationprogramplan.pdf

Western New York Library Resources Council

The Western New York Library Resources Council produced Guidelines for Selection Criteria for Digitizing Collections in 2000.
http://bfn.org/~wnydap/SelCriteria.pdf

The Western New York Library Resources Council also developed a database of historical archives in the region.
http://www.wnylrc.org/dhp/Archives/archives.htm

Other Resources

ImageLib Listserv
Discussion of digitization issues with an emphasis on images
http://listserv.arizona.edu/archives/imagelib.html

D-Lib Forum and Magazine
A monthly electronic newsletter about innovation and research in digital libraries.
http://www.dlib.org/

RLG Diginews
A bimonthly web-based newsletter
http://www.rlg.org/preserv/diginews/

Glossaries and Definitions

Glossary from the Colorado Digitization Project
http://coloradodigital.coalliance.org/glossary.html

Digitization: Technical Processes, Applications and Issues. Glossary. University of Alberta Library
http://www.library.ualberta.ca/library_html/libraries/law/digit3.html

What is Digitization? A glossary.
Created for CLRCNet Digitization I workshop at the Mid-York Library System
http://www.midyork.org/Home/Search/digitization_glossary.html

Digitising History, Arts and Humanities Data Services.
Chapter 7. Glossary and Bibliography
http://hds.essex.ac.uk/g2gp/digitising_history/sect71.html

Digitization Vendors

Prepared August, 2002

These resources should be regarded as a starting point for locating vendors after organizational goals have been clearly established. No recommendation nor endorsement of any vendor is implied. It would be impossible to maintain a comprehensive list in a field where rapid change is the norm. While CLRC will add information about other vendors if it is submitted to the CLRC webmaster, it will not attempt to update this list on a regular basis.

Information about Working with Vendors

Rochester Regional Library Council. *Digitization Vendor Selection Criteria*

"If the digitizing of the items is not done in-house, then selecting the vendor, who will digitize items for use as part of the project, is an important task. The following questions should be asked when evaluating digitization vendors. The answers will assist in determining which vendor to use. "
http://www.rrlc.org/wsdp/selection.html

The Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810-1494
Phone: 978-470-1010
Fax: 978-475-6021

NEDCC is the largest nonprofit, regional conservation center in the U.S. Its mission is to improve the preservation programs of libraries, archives, and museums, to provide the highest quality services to institutions that cannot afford in-house conservation facilities or that require special expertise, and to provide leadership in the conservation field.

NEDCC provides a guide to working with digitization vendors as a chapter in the Handbook for Digital Projects. *Vendor Relations* by Jane Gertz includes reasons for doing digitization in-house or for outsourcing, suggestions for Requests for Information/Requests for Proposals, questions to ask vendors, and suggestions for working with vendors during the digitization process.
http://www.nedcc.org/digital/VIII.htm

The complete Handbook for Digital Projects is available online and as a print resource.
http://www.nedcc.org/digital/

Consultants with experience in the region

Judy Emerson
Rochester, NY
Phone: (585) 461-5378

A former curator, archivist and Document Heritage Program (DHP) Regional Archivist. She has worked on digitization projects to select and describe materials, as well as work with institutions on housing and transporting items during the digitization process.

Jill Ann Hurst
Hurst Associates, Ltd.
Phone: (315) 475-7195
E-mail: hurst@hurstassociates.com

Hurst Associates, Ltd. is available to work with organizations on various aspects of a digitization project including:

- Project planning
- Project management
- Vendor selection
- Material selection
- Web site specifications

Jill Ann Hurst, president of Hurst Associates, has worked on several digitization projects including the Women's Suffrage Digitization Project (http://www.winningthevote.org). She worked with the South Central Regional Library Council on their regional plan and has given workshops on digitization.

Peter Verheyen
Phone: 315-559-0214
E - mail: verheyen@philobiblon.com
<http://www.philobiblon.com/philobiblon>

Consultation services to historical agencies and libraries desiring to digitize primary source materials. Services include:

- Development and implementation of digital projects and websites
- Reformatting of collection inventories for the web
- OCR and markup of printed texts for the web
- Digital imaging of photographs and other images.

Experience:
Responsible for the development, management, and implementation of several large-scale digital projects at the Syracuse University Library.
http://libwww.syr.edu/digital/
Digital project development for CLRC member organizations. Developed project sites for: John Bloomfield Jervis Papers, Rome-Turney Radiator Company, Franklin Automobile Collection. http://clrc.org/digital/digindex.shtml

Other experts cited by participants in CLRC digitization meetings

Cornell University Digital Imaging and Preservation Policy Research
Nancy Y. McGovern is the Digital Preservation Officer for Cornell University Libraries, and Co-editor of RLG DigiNews.
http://www.library.cornell.edu/iris/research/dippr.html

Harvard University
Library Digital Initiative (Stephen Chapman)
http://hul.harvard.edu/ldi/html/about_ldi.html

Yale University Project Open Book
For information concerning Project Open Book and other digital imaging initiatives at Yale University Libraries, contact Paul Conway, Project Director and Head, Preservation Department, by phone: (203) 432-1714; or e-mail: Paul.Conway@Yale.Edu
http://www.library.yale.edu/preservation/pobweb.htm

Regional Vendors

Syracuse Blue Print Co.
825 East Genesee Street
Syracuse, NY 13210
Phone: 315.476.4084 , 800.962.1458
Fax: 315.476.7578
E - MAIL: info@syracuseblueprint.com
http://www.syracuseblueprint.com/

Computer Source Microfilming (CSM)
145 Midler Drive
Syracuse, NY 13206-1817
(315) 437-0542
Experience with CLRC RBDB (Regional Bibliographic Database) project: Street & Smith dime novel covers at Syracuse University.

Museum Photographics
Michael Hager
11 Centre Park
Rochester, NY 14615
(716) 232-3980
Experience with Rochester Images project, Rochester Regional Library Council Woman's Suffrage Project.

Applied Graphics Technologies

Corporate Headquarters
450 West 33rd Street
New York, NY 1001
(212) 716-6600
Experience with Rochester Images Project

Micrographic Imaging Products & Services
302 Upton Street
E. Syracuse, NY 13057
M. Tedd Kehoe CDIA, Marketing Representative
Outsourcing, microfilming & digitization at the Buffalo facility

Industrial Color Labs
We provide quality photo processing, photo restoration, digital imaging services, custom framing and art prints to our customers. Four Syracuse area locations
http://www.mrphoto.com/index.html

National Vendors

OCLC Digital & Preservation Resources
OCLC is offering digitization services including

- Digital & Preservation Resource Centers (See below)
- Digital Archives
- Digital & Preservation Co-op.
  http://www.oclc.org/digitalpreservation/

Preservation Resources (An OCLC Digital and Preservation Resource Center)
9 South Commerce Way
Bethlehem, PA 18017
Phone: 610-758-8700
Fax: 610-758-9700
E-Mail: presres@oclc.org
"Preservation Resources is devoted to providing high-quality Preservation reformatting services to the library, archival, and preservation community. We have years of experience in digitization services, microfilm production, preservation project planning, and other preservation services."
http://oclc.org/oclc/presres/

Northern Micrographics
2004 Kramer St.
La Crosse, WI 54603
Phone: 800-236-0850, ext. 222
Fax: 608-781-3883
E-Mail: sales@normicro.com
NMI specializes in scanning of hardcopy and microfilm, printing and binding services, as well as microfilm and microfiche production.
http://normicro.com

Cold North Wind
2018 Powhatan Street
Falls Church, Virginia 22043-1812
Voice: 703-237-1048
Fax: 703-241-4118
Cold North Wind is based in Ottawa, Canada and has offices in the Washington, D.C. area. "Cold North Wind, is a source for turnkey archiving and current content e-publishing solutions that create searchable, full-page images of newspapers."
http://www.coldnorthwind.com/

Digital Eyes.
An independent site that reviews digital cameras and scanners
http://www.image-acquire.com/

Hudson Microimaging
P.O. Box 640, Route 9W,
Port Ewen, New York 12466
Phone: (845) 338-5785
Fax (845) 338-2556
"Hudson Microimaging recognizes the need to provide access to and preservation of vital records and cultural history. We understand the importance of providing an accurate historical perspective for the generations yet to come. It is our mission to meet these needs and the challenges they represent by selecting appropriate formats and processes to produce, 'Quality That Creates A Lasting Image'."
http://www.hudsonmicroimaging.com/

Kodak Digital Cameras and Technology
Products from Kodak and information about digital imaging.
http://www.kodak.com/US/en/nav/digital.shtml

Agfa
"Most people know us as a manufacturer of consumer products such as photographic films. But Agfa is much more, we supply all kinds of high-end 'imaging' solutions. Hardware, software and digital imaging products account for an increasing part of our turnover. This is true for our consumer products, but also in the other divisions such as Prepress Systems, HealthCare and Industrial Imaging. With its wide and

innovative range of products and systems, the Agfa-Gevaert Group is ready for the future"
http://www.agfa.com/

Lists of Vendors Compiled by Other Digitization Projects

Extensive list of national vendors developed for the Colorado Digitization Project (CDP)
http://coloradodigital.coalliance.org/vendor.html

This is a list of digitization services vendors displaying at the ALA Annual Conference in Chicago, 2000. Includes some not in the CDP list.
http://www.lita.org/igs/Tidd/Vendors.html

Extensive list of imaging services vendors provided by Imaging Publishing. Many specialize in digital imaging required for records management by businesses and healthcare institutions but some also do the kind of work required for digitization projects by cultural heritage organizations.
http://www.imagepub.net/sb_list.html

A technical leaflet prepared by the Northeast Document Conservation Center (NEDCC) provides contact information for eleven vendors. There is some overlap with the CDP list cited above.
http://www.nedcc.org/suppliers/supdig.htm

Note to vendors

Send corrections or additions to this document, including web and contact information to CLRC Assistant Director, Jeannette Smithee at smitheej@clrc.org

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I. DOCUMENT IDENTIFICATION:

Title:	Central New York Library Resources Council CLRC Regional Digitization Plan		
Authors:	Betsy Sywetz		
Corporate Source:	Central New York Library Resources Council	Publication Date:	2002

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